

# Memo

Date: 6/3/2004

From: Kenneth L. Threet (kthreet@state.mt.us) (406-841-2359)

Kris Cavazos (kcavazos@state.mt.us) (406-841-2380)

RE: Lead Instructor Training Program

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This memo is being sent to everyone who returned an application to attend the Lead Instructor Training Program in Billings, Montana, June 18-19-20, 2004 (or checked the TBD box).

**The purpose of this memo is to confirm receipt of your application**, give you a few important details and inform you that if you reside on the western ½ of the state, we have determined the next date and location for Lead Instructor program that might be easier for you to attend.

The next Lead Instructor Training Program is confirmed for Missoula on July, 9-10-11, 2004. If you'd rather attend the Missoula program, you'll need to call (or email) Kris or myself so that we can move your application from the Billings to the Missoula file. If you do not contact us, we'll expect you in Billings, Montana.

The agenda will be provided at the program (and posted on the web site prior to the program) but you can plan on attending Friday, 7 pm until 10 pm, Saturday, 8 am until 5 pm and Sunday 8 am until 3 pm. It is currently planned that Sunday will contain the Instructor Development portion of the program, but the instructor may need to adjust our schedule a bit so that they can present their material. I'll know more as it draws closer. Please keep a check on the web site (<http://www.discoveringmontana.com/dli/med>), as I will post the agenda there so that you can confirm your travel plans.

For those of you who have submitted FORMAL education in instructional methods (not an instructor class of how to teach "my" program...such as; former EMSTC, Advanced First Aid, CPR, or having taught for \_\_\_ years, etc.) the last portion of the program is optional.

The program will be conducted at the MSU Billings campus, 3803 Central Avenue, Billings, Montana. We'll start promptly at 7:00 pm so plan on being there by 6:45 pm and ready to go at 7:00 pm.

The initial portion of the program will be the over view of changes, rule revision and how all of this affects you. Missing this portion or coming late will place you at a great disadvantage for the rest of the program. The program is intended to provide you with the information necessary to function at the local level, therefore a considerable amount of time will be set aside to answer questions and make sure you know how these changes affect you and your local programs, please be considerate if some of the topics don't necessary apply to you today, they will at a later date.

I have requested that Pam Scott from the EMSIP office be present to field questions concerning EMS Service Licensing, since many of your questions will need to be coordinated with the licensing of your local service. I'm sure she'll be there throughout the program to address your concerns and questions as they arise.

See you all there. I'm looking forward to all of us moving Montana EMS farther into the future.